

DEPARTMENT OF PUBLIC INSTRUCTION
OFFICE OF THE STATE SUPERINTENDENT AND DEPUTY STATE SUPERINTENDENT
Program Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.** The

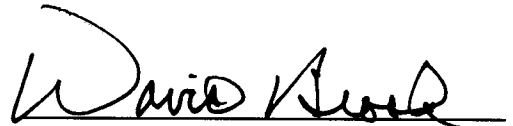
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

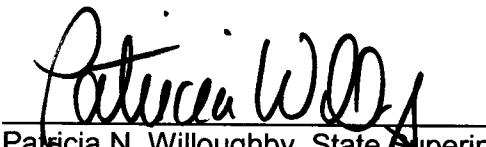


Harriette K. Sparlin, Chief Records Officer
Department of Public Instruction

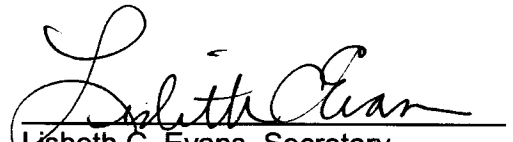


David Brook, Director
Division of Historical Resources

APPROVED



Patricia N. Willoughby, State Superintendent
Department of Public Instruction



Lisbeth C. Evans, Secretary
Department of Cultural Resources

May 16, 2005

CSB

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Item 1224. LOCAL EDUCATION FILE. Records concerning departmental affiliations with each local education agency (LEA), charter schools, and the Regional Education Service Alliance. File includes correspondence, newspaper clippings, announcements of meetings, and studies and surveys. For related (Electronic) Records See STATE SUPERINTENDENT AND DEPUTY STATE SUPERINTENDENT CORRESPONDENCE (Electronic) FILE (Item 33435).

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

Item 3869. DIVISION AND TASK FORCE FILE. Records concerning each division and task force of the Department of Public Instruction. File includes correspondence, memorandums, reference copies of reports, reference copies of minutes, and other related records. For related (Electronic) Records See STATE SUPERINTENDENT AND DEPUTY STATE SUPERINTENDENT CORRESPONDENCE (Electronic) FILE (Item 33435).

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

Item 3870. LEGISLATIVE CORRESPONDENCE FILE. Correspondence written to and/or received from legislators and/or legislative staff members concerning proposed legislation that would affect the Department of Public Instruction or the field of education. For related (Electronic) Records See STATE SUPERINTENDENT AND DEPUTY STATE SUPERINTENDENT CORRESPONDENCE (Electronic) FILE (Item 33435).

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

Item 3871. DEPARTMENTAL ADMINISTRATION FILE. Records concerning the administration of the Department of Public Instruction. File includes correspondence, reports, memorandums, guidelines and regulations, and other related records. For related (Electronic) Records See STATE SUPERINTENDENT AND DEPUTY STATE SUPERINTENDENT CORRESPONDENCE (Electronic) FILE (Item 33435).

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

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Item 19218. CORRESPONDENCE LOG (Electronic) FILE. Records in electronic form concerning daily listings of correspondence received, memorandums written within the department, and letters written with the state superintendent's signature. Listings indicate to whom correspondence has been referred and what action has been taken.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

Item 33429. CITIZEN'S CORRESPONDENCE FILE. Correspondence received from citizens regarding educational concerns, complaints and/or compliments. File includes replies from the superintendent. (Records previously transferred to State Records Center as Item 1223.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Departmental Administration File (Item 3871).

Item 33430. OFFICE OF THE GOVERNOR FILE. Correspondence written to and received from the Office of the Governor concerning education in North Carolina. For related (Electronic) Records See STATE SUPERINTENDENT AND DEPUTY STATE SUPERINTENDENT CORRESPONDENCE (Electronic) FILE (Item 33435).

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

Item 33432. COUNCIL OF STATE FILE. Correspondence written to and received from Council of State members and the general public concerning Council of State affairs. File also includes calendars of meetings and other related records. For related (Electronic) Records See STATE SUPERINTENDENT AND DEPUTY STATE SUPERINTENDENT CORRESPONDENCE (Electronic) FILE (Item 33435).

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

Item 33433. FEDERAL AND STATE AGENCIES FILE. Correspondence written to and received from various federal and state agencies concerning education. (Previously transferred to State Records Center as Item 1074.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

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Item 33435. STATE SUPERINTENDENT AND DEPUTY STATE SUPERINTENDENT CORRESPONDENCE (Electronic) FILE. Correspondence in electronic format to and from the State Superintendent and Deputy State Superintendent concerning the administration of the Department of Public Instruction.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends (to be held by the Information Technology Branch). Records will be held for 3 years after end of term, end of appointment, or resignation and then transferred to the custody of the Archives. (Contact an analyst at the Government Records Branch prior to transfer of electronic records.)

Item 33437. PHOTOGRAPHS FILE. Photographs of the superintendent with groups or alone.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when reference value ends for immediate transfer to the custody of the Archives.

Item 33439. RETIRED SUPERINTENDENTS FILE. Records concerning retired county, city, and/or local education agency superintendents. File includes correspondence, agendas of meetings, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Local Education File (Item 1224).

Item 33443. SUPERINTENDENT'S SPEECHES (Electronic) FILE. Speeches presented by the superintendent to various audiences. (Records previously transferred to State Records Center as Item 1222.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends (to be held by the Information Technology Branch). Records will be held for agency 3 additional years and then transferred to the custody of the Archives. (Contact an analyst at the Government Records Branch prior to transfer of electronic records.)

Item 33445. SUPERINTENDENT'S AGENCY COORDINATING COUNCIL MEMORANDUMS FILE. Memorandums written to the Superintendent's cabinet: executive staff, assistant state superintendents, special assistants, division directors, and technical assistance center directors. (Previously transferred to State Records Center as Item 1074.) For related (Electronic) Records See STATE SUPERINTENDENT AND DEPUTY STATE SUPERINTENDENT CORRESPONDENCE (Electronic) FILE (Item 33435).

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

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Item 33450. UNIVERSITIES AND PRIVATE COLLEGES CORRESPONDENCE FILE.

Reference copies of correspondence received from various universities and private colleges.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

Item 33451. U.S. DEPARTMENT OF EDUCATION CORRESPONDENCE FILE.

Correspondence written to and received from the U.S. Department of Education.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

Item 33581. SUPERINTENDENT'S BIENNIAL REPORT FILE. Biennial report prepared by the superintendent, as required by G.S. 115C-21, that discusses the critical needs and requested budgets for public schools in North Carolina. Report includes statistics and recommendations.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records. Destroy all records currently held in the State Records Center.